

***STATE BOARD FOR CAREER AND TECHNICAL EDUCATION*****Minutes of Meeting**

June 16, 2014

Members of the State Board for Career and Technical Education met at 8:00 a.m. CST on Monday, June 16, 2014, in the Peace Garden Room, State Capitol Building, Bismarck. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Ms. Kirsten Baesler, Member  
Mr. Jeff Lind, Member  
Ms. Debby Marshall, Vice Chair  
Mr. Tim Mairs, Member  
Mr. David Richter, Member

Wayne Kutzer, Dwight Crabtree, Brenda Schuler, Gwen Ferderer, Debra Huber, Nathaniel Smith, and Carrol Burchinal were also present.

Dr. Duchscherer welcomed the board and audience members.

One additional item was added to the agenda – 10a. CTE Staffing Update.

**CONSIDERATION OF MAY 19, 2014 MINUTES** – Ms. Marshall moved and Mr. Richter seconded to approve the minutes of the May 19, 2014 meeting as presented. The motion passed unanimously.

**FINANCIAL REPORT** - Mr. Kutzer reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended May, 2014, reporting that the total budget expended is in line with the time elapsed.

Following a brief discussion, Mr. Lind moved and Mr. Mairs seconded to approve the financial reports as presented. The motion passed unanimously.

**DIRECTOR'S REPORT** – Mr. Kutzer reported that he attended the Interim Education meeting in June and presented information comparing performance levels of CTE students with all students and the positive impact CTE has on students. Mr. Kutzer will also provide this information at the NDCEL Conference June 19.

Mr. Kutzer will be presenting information on STEM activities to the Legislative Budget Section on June 25.

Mr. Kutzer also reported that Samantha Kuntz resigned recently and that interviews for the Trade, Technical, Industry and Health assistant supervisor position are currently being conducted.

Following a brief discussion, the board thanked Mr. Kutzer for his report.

**SALARY ADMINISTRATION** – Mr. Kutzer reviewed the salary recommendations (purple handout) for the agency staff. There were two components to staff salary increases for those employees not in probationary status: (1) market equity increases; and, (2) general salary increases based on a performance matrix, not across the board increases.

Mr. Kutzer explained that the legislature approved a two to four percent salary increase, based on performance, not across the board increases. Based on performance levels, Mr. Kutzer proposed that an employee could receive a 3%, 3.5% or a 4% increase effective July 1 paid August 1, 2014. In addition, if an employee fell below their salary range midpoint, they would receive a 1% market equity increase. The increases are not compounded.

Following discussion, Mr. Lind moved and Ms. Marshall seconded to approve the salary increases as presented by Mr. Kutzer. The roll call vote was as follows:

Mr. Mairs - aye  
 Mr. Lind - aye  
 Ms. Marshall - aye  
 Mr. Richter - aye  
 Ms. Baesler - aye  
 Dr. Duchscherer - aye

The motion passed unanimously.

The board discussed Mr. Kutzer's salary increase and agreed that Mr. Kutzer continues to keep the board informed and represents CTE well throughout the year and especially during the legislative session.

Following discussion, Ms. Marshall moved and Mr. Mairs seconded to increase Mr. Kutzer's salary by four percent, effective July 1 paid August 1, 2014. The roll call vote was as follows:

Mr. Mairs - aye  
Mr. Lind - aye  
Ms. Marshall - aye  
Mr. Richter - aye  
Ms. Baesler - aye  
Dr. Duchscherer - aye

The motion passed unanimously. The board expressed their appreciation for the work that Mr. Kutzer continues to do.

**CTE TEACHER CERTIFICATION REQUIREMENTS** – Mr. Kutzer reported that the Praxis Test information has been incorporated into the CTE Secondary Teacher Licensing Requirements, where applicable.

Discussion was held on the importance of content mentors and school based mentors who get assigned to new instructors and the challenges this may cause a school.

Mr. Kutzer stated that the agency will be working with the Education Standards and Practices Board to draft legislation that is needed for those utilizing the Praxis option, in order to include the content mentor requirement, similar to the language used for a school based mentor.

Following discussion, the board thanked Mr. Kutzer for his report.

**FY2015 STATE AND FEDERAL FUNDING REPORT** – Mr. Kutzer reported that he inadvertently asked for approval of the FY2015 State and Federal Funding budget during the May meeting. He asked that the board reconsider that approval.

Mr. Kutzer reviewed the revised FY2015 General Fund Projections (blue sheet), reporting that as of today, there is a shortfall of \$100,000 in obligated funds, with revised budgets and reimbursement claims continuing to be submitted through the end of June.

The revised Expanded and New Program requests for FY2015 (blue sheet) was reviewed. Mr. Kutzer reported that due to the apparent shortfall, he is recommending that the requests not be funded at this time.

The Carl Perkins Obligations for FY2015 (blue sheet) was also reviewed. Mr. Kutzer reported that there is a current unobligated balance of \$4,926.

The Administrative Budget Comparison for FY 2011-2015 (blue sheet) was also reviewed.

Following a brief discussion, Mr. Kutzer recommended the board reconsider the motion from May and approve the revised budget and not approve the new and expanded program requests. The new and expanded program requests would be reviewed at the September meeting to see if funding is available.

Mr. Lind moved and Ms. Marshall seconded to approve the revised budget as presented and not approve the new and expanded program requests as recommended by Mr. Kutzer. The roll call vote was as follows:

Mr. Mairs - aye  
Mr. Lind - aye  
Ms. Marshall– aye  
Mr. Richter – aye  
Ms. Baesler – aye  
Dr. Duchscherer – aye

The motion passed unanimously.

**PROPOSED 2015-2017 BIENNIUM BUDGET** – Mr. Kutzer reviewed the proposed 2015-2017 Biennium Optional Budget Considerations (yellow sheet), reporting that the Governor's guidelines request that state agencies submit a hold-even budget but an optional budget package can be submitted.

The following optional budget considerations were reviewed: Cost to Continue Funding - \$500,000; Increase Access to CTE Funding: Re-establish State's Share of CTE Funding - \$8,400,000; New and Expanded Programs - \$500,000; Update CTE Equipment - \$2,500,000; and, Workforce Training (TrainND) - \$2,000,000.

Discussion was also held on the possibility of schools partnering with businesses in their communities to provide matching dollars for equipment in areas such as welding or construction. Mr. Kutzer responded that schools could receive dollars from businesses but that at the postsecondary level, they are struggling to find matching dollars from private industry.

Mr. Kutzer reviewed a memo from Dr. Skogen that clarified the TrainND budget request.

Mr. Kutzer then explained the impact of different funding scenarios, based on increasing reimbursement rates and funding new business and office technology courses (yellow sheet), reporting that the priority order would be: (1) increase Family and Consumer Sciences to the same level as other CTE programs; (2) increase reimbursement rates to all areas; and, (3) fund six Business and Office Technology programs that are currently not funded.

During discussion on the Workforce Training (TrainND) request, Ms. Baesler asked whether the Department of Commerce would be better suited to request the dollars since it involves workforce training or if a stand-alone bill should be submitted from CTE and the Department of Commerce. Mr. Kutzer responded that historically, it's been located in the CTE budget; however, he will investigate what the best approach to requesting funding from the legislature would be.

Discussion was held on the \$8.4 million request to re-establish the state's share of CTE funding. The board agreed that they were supportive of the request and acknowledged the challenges with the request, especially funding for the six Business and Office Technology programs currently not funded and the importance of communicating the information to the legislature so they understand it prior to the session. Mr. Lind stated that he would like to see the six Business and Office Technology courses funded.

Discussion was held on whether there was any data or information on how other states fund Business and Office Technology courses and if so, could that information be used to provide rationale to the legislature. Mr. Kutzer responded that he will review how other states are funded.

Discussion was also held on the STEM initiative and whether additional funding needed to be requested. Mr. Kutzer responded that STEM funding is in the base budget; however, additional funding could be requested if the board so desired. Mr. Richter stated that he would leave it up to Mr. Kutzer's discretion as to whether an increase in funding should be requested.

Following more discussion, Mr. Kutzer stated that the budget must be submitted by August 15 and requested that the board approve the base budget and the optional budget considerations with the priority to: (1) fund Family and Consumer Sciences as other areas are funded; (2) fund the six Business and Office Technology courses that are not currently funded; (3) increase reimbursement rates in order to have the same rate for each area with the goal of funding at 40% for comprehensive schools and 50% for area centers.

Following discussion, Mr. Lind moved and Ms. Marshall seconded to approve the 2015-2017 biennium budget considerations as presented and discussed. The roll call vote was as follows:

Mr. Mairs - aye

Mr. Lind - aye

Ms. Marshall– aye  
 Mr. Richter – aye  
 Ms. Baesler – aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

### **AUTHORIZATION TO OPERATE PRIVATE POSTSECONDARY CAREER**

**SCHOOLS** – Private Postsecondary Career Schools Annual Renewal Requests - Ms. Debra Huber reviewed eight career school applications seeking renewal of regular status and recommended approval for all, stating that the career schools meet the Board’s standards and criteria and are fully accredited.

Following a brief discussion, Ms. Marshall moved and Mr. Mairs seconded to approve the eight career school renewal requests through June 30, 2015, based on Ms. Huber’s recommendation. The roll call vote was as follows:

Mr. Mairs - aye  
 Mr. Lind - aye  
 Ms. Marshall– aye  
 Mr. Richter – aye  
 Ms. Baesler – aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

Private Postsecondary Board Policy Updates – Ms. Huber reviewed the proposed policy updates, reporting that the changes are clarifications in wording that include the board having the right to demand criminal background checks and addresses false high school credential issues.

Discussion was held on the wording change from “institutions” to “career schools”. Ms. Huber responded that the wording change corresponds with the legislation and the North Dakota Century Code.

Following a brief discussion, Ms. Baesler moved and Mr. Richter seconded to approve the recommended changes to the private postsecondary policy as proposed by Ms. Huber. The roll call vote was as follows:

Mr. Mairs - aye  
 Mr. Lind - aye  
 Ms. Marshall – aye  
 Mr. Richter – aye  
 Ms. Baesler – aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

**PROFESSIONAL DEVELOPMENT CONFERENCE, AUGUST 11-13, 2014** – Mr.

Nathaniel Smith distributed an overview of the conference and invited board members to attend the conference sessions and activities.

Ms. Baesler stated that the 2013 conference keynote speaker, Mr. Chad Foster, was excellent and that his book was utilized in many classrooms this past school year.

**ACTE NATIONAL CONVENTION, NOVEMBER 19-22, NASHVILLE, TN** – Mr.

Kutzer announced that the Association of Career and Technical Education National Convention will be held November 19-22, 2014, in Nashville, TN. The agency has funding to send one board member. Anyone interested in attending the convention should contact Ms. Schuler.

**CTE STAFFING UPDATE** – Mr. Kutzer announced that Mr. Steve Zimmerman recently announced his retirement effective August 1, 2014. Due to his retirement and the timing of the vacancy, Mr. Kutzer requested that the board allow him the flexibility of not opening the position externally and offer the position within the agency, if he determined that it was in the best interest of the agency.

Mr. Kutzer reported that this has been done in the past and most recently with the Family and Consumer Sciences Supervisor position.



Following a brief discussion, Ms. Baesler moved and Mr. Mairs seconded to allow Mr. Kutzer the flexibility of filling the position internally. The roll call vote was as follows:

Mr. Mairs - aye  
 Mr. Lind - aye  
 Ms. Marshall– aye  
 Mr. Richter – aye  
 Ms. Baesler – aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

Dr. Duchscherer asked that Mr. Kutzer thank Mr. Zimmerman, on their behalf, for his work with CTE over the years.

Dr. Duchscherer reported that Mr. Tim Mairs will be leaving the Board as of June 30 and thanked him for serving. Mr. Mairs responded that it was a good experience but it was time for someone else to serve. Mr. Kutzer will be presenting Mr. Mairs with a service award during the Southeast Area Center's Annual Meeting in July.

**OTHER** – Ms. Marshall and Dr. Duchscherer attended the FFA Conference in Fargo and commended staff for the successful conference.

**FUTURE SBCTE MEETINGS** – No board meetings are scheduled for July or August.

The Joint Boards meeting date has not yet been determined.

The September board meeting is scheduled for Monday, September 15, 2014.

The October board meeting is scheduled for Monday, October 20, 2014.

The November board meeting is scheduled for Monday, November 17, 2014.

The meeting adjourned at 9:26 a.m.

Respectfully submitted,

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Dr. Brian Duchscherer  
 SBCTE Chairperson